

TECHNICAL EXHIBIT 04

DAPS PROCESS DESCRIPTIONS

The following information is extracted from the DAPS Pricing Manual effective 1 October 1999 and provides process descriptions used by DAPS for FY00.

DEFINITION OF UNITS

Other than where specifically excepted in this definition of work units, the unit-selling price for each Revenue Process includes the cost of labor, material, equipment (including maintenance and rental), and all overhead.

Rework, damage, alterations, etc. occasioned by printing plant error or negligence, will not be billed to the customer.

If any fractional units are involved after obtaining total billing units, round off fractional units to the next higher unit.

The designations contained in this manual are as follows:

- 1 Digit - Department
- 2 Digits - Cost Center (CC)
- 3 Digits - Revenue Process (RP)

1 - DOCUMENT AUTOMATION

10 – AUTOMATED/DESKTOP PUBLISHING

This Cost Center is to be used for billing automated/desktop publishing services, which includes publishing applications (publications and forms) produced on workstations or PCs, network systems, file servers, magnetic or optical storage devices, modems, and similar equipment.

100 – Automated/Desktop Publishing Labor

Unit - 1 Minute

To be used for billing of all labor functions, associated with automated/desktop publishing used to produce publications and forms in various word processing/forms/publishing formats. This also includes cleanup/QA and SGML publishing. Bond paper output of proof copies will be billed in RP 200.

11 – DATA SCANNING AND CONVERSION

This Cost Center is to be used for billing the scanning and conversion of paper documents,

files and various types of media.

Conversion pricing includes scan, conversion, 100 percent QA, and linking/indexing (MIL-M-29532 header/page level indexing and standard hot spots). Text units will be charged as multiples of 8.5" x 11"; blank pages of duplex documents are billable. Foldouts will be charged in multiples of 8.5" x 11" page units (e.g. 11" x 34" is 4 units). Include blank aprons as billable. Blank backsides of foldouts are not billable. This process includes links within a single document and does not include the embedding of links across documents. The scanning of color pages will be billed in RP 117. Data will be delivered on a customer-designated digital media (CD-ROM, WORM, tape, diskette, etc.) and will be charged in Cost Center 13, Digital Products.

110 - Hardcopy to PDF Conversion**Unit - 8 1/2 x 11**

To be used for scan, conversion, QA and indexing from bond originals to PDF pages IAW above criteria, MOA and SOP.

111 - Digital File to PDF Conversion**Unit - 8 1/2 x 11**

To be used for conversion of digital files and PostScript source data to PDF pages. This process includes writing of PDF files from application digital files, distilling PostScript files to PDF, visual QA for page orientation/integrity and indexing (MIL-M-29532 and standard hotspots).

112 - Digital File Preparation**Unit - Unit Value**

To be used for the generation of digital files (word processing, publishing, TIFF, ACD, etc.) provided as a by-product of the PDF conversion process. QA of the file is NOT included in the unit price. If required, clean-up will be charged in RP 113 Conversion Labor.

113 - Conversion Labor**Unit - 1 Minute**

To be used for billing of labor functions associated with conversion but not covered in any other Revenue Process in this Cost Center. These functions may include such tasks as: clean-up/QA, indexing, hypertext linking, media conversion, pixel editing/cleanup of scanned images, memory building for OCR/ICR scanning, operation of media conversion devices including conversion table setup, conversion of digital data to different formats or Page Description Languages (PDL) such as PostScript or similar formats, conversion of raster data to vector formats (including raster image segmentation, layered engineering drawing data, object recognition of symbols, lines, geometric entities, text recognition, and creation of vector files), building InfoLinker rules, linking/indexing per customer specifications (including requirements beyond MIL-M-29532 header/page level indexing and standard hotspots), indexing within illustrations or across documents, PDF file update (page replacement, insertion, rotation, etc.), cropping of PDF files, stitching of PDF files, word processing file clean-up, scanning, conversion, and processing of color pages and file management setup

(estimated 1 minute per every 50 page folder/directory).

Writing of data to magnetic/optical media (CD-ROM, WORM, tape or diskette, etc.) will be billed in Cost Center 13, Digital Products.

115 - Hardcopy to PDF Conversion - Basic**Unit - 8 1/2 x 11**

To be used for scan and conversion of bond originals to PDF files without QA of ACD files. Conversion to Image + Text PDF files will be billed at 1.5x the unit rate. Stitching of PDF files, additional QA and linking/indexing will be done per customer requirements and will be billed in RP 113, Conversion Labor.

116 - Raster Scanning**Unit - 8 1/2 x 11**

To be used for billing raster scanning of text, graphics, forms, foldouts and drawings. Billing of engineering drawings on large document scanners will be based on the following unit values: 'A' size drawing = 4 units, 'B' = 8 units, 'C' = 12 units, 'D' = 16 units, 'E' = 20 units and 'F' = 20 units. Non-standard size drawings and foldouts will be billed as multiple equivalent units.

117 - OCR/ICR/Photo Scanning**Unit - 8 1/2 x 11**

To be used for billing OCR/ICR text scanning and scanning of halftones, photographs, color pages, film positives, etc.

118 - Engineering Drawing to PDF Conversion**Unit - Drawing**

To be used for billing PDF conversion of engineering drawings. Unit price includes scan, conversion to PDF, and one link (*i.e. to Table of Contents page*).

13 - DIGITAL PRODUCTS**130 - CD-ROM****Unit - CD**

To be used for billing production of writeable CD-ROM from customer's digital data. This includes labor for ISO 9660 CD-ROM premastering and formatting, and writing data to media, labeling/packaging, and blank CD-R media. Labor for verification/QA and download of data will be billed in RP 132. Labor to be billed will be only the time spent by DAPS personnel in actual intervention in the process, NOT the unattended time required to complete the process.

131 - Duplicate CD-ROM**Unit - CD**

To be used for billing of the production of additional writeable CD-ROM's after the first one-off is produced in RP 130. Price includes labeling/packaging and the cost of blank CD-R media. Replication of 50 or more copies will be billed at .7 x the unit rate.

132 - Labor**Unit - 1 Minute**

To be used for billing labor functions associated with digital products not defined by other Revenue Processes in this Cost Center. This includes production of duplicate magnetic disks (affixing labels, inserting disks into sleeves, and customer requested disk-to-disk integrity checks), production of magnetic tapes (data download and verification/QA) and other writing of data to magnetic/optical media (WORM). Digital media (WORM, tape, diskette) and related materials will be billed in Cost Center 74.

2 - ELECTRONIC OUTPUT

To be used for billing output from electrostatic, electronic and laser printing devices. Included in the unit price will be all on-line binding operations and wrap/pack/ship. Off-line bindery operations will be billed in the appropriate RP's in CC 25. Paper will be billed in CC 27. All miscellaneous materials associated with CC 20 output are included in the run charge.

Copying over 8 1/2 x 14 finished sheet size will be billed as multiple units (11 x 17 = 2 units). 8 1/2 x 14 will be billed as one unit.

Multiple color jobs (spot color) will be billed as 2x the unit rate for each additional color.

Duplicate Original is to be used only when manually placing originals on the glass to make copies preparatory to an electronic run. Examples of use include: reduction of non-standard size originals, first copy charge on computer forms feeder runs, initial copies from originals which cannot be fed through the document feeder (paste-ups, light weight paper stock, etc.) and similar instances.

Preflight charge is to be used when application software and/or specialized preflight software is used to review digital files to assure that all file components (i.e. fonts, graphics, formats, colors, etc.) have been included and appropriate for desired output requirements. This charge is also to be used for converting native application software files (i.e. MS Word, PDF) to printer description language (i.e. Postscript) for final production output, and for output from CD-ROM.

All specialty runs in CC20 will be billed at 1.3x the unit rate except for 1/2 size drawings. These include runs with bookletmaker; GBC attachment; tape bind; online perfect bind; off-line machine collation; tabs; all classified work.

Half size drawing (11x17) produced in CC 20 will be billed at 1.5x the unit rate. Low volume is defined as under 500,000 impressions per month; high volume is consistently over 500,000 impressions per month. All DISA, DFAS and networked output, regardless of monthly volume, will be billed at the high volume rate.

20 - ELECTRONIC OUTPUT**200 - Duplicate Original/Proof Copy/Preflight** **Unit - 8 1/2 x 11****201 - Run - Low Volume** **Unit - 8 1/2 x 11****202 - Run - High Volume** **Unit - 8 1/2 x 11****203 - Labor** **Unit - 1 Minute****204 - Database Scan** **Unit - 8 1/2 x 11**

To be used for Document Publishing System scanning intended for database creation. This RP will only be used for specific, customer-requested and approved scanning efforts. Scanning for a normal production run is not billable to the customer and will NOT be billed in this RP.

205 - CONUS and OCONUS LES Production **Unit - LES**

To be used for CONUS and OCONUS LES production charge including EPPS impression, paper, folding, sorting, and preparation for mailing and delivery to the post office; postage will be charged in RP 722.

206 - Distribute and Output Run **Unit - 8 1/2 x 11**

To be used for units produced/generated from files digitally received from a network (LAN/WAN) or the Internet from other DAPS sites.

23 - STANDARDIZATION PROGRAM**230 - On-Demand Output** **Unit - 8 1/2 x 11**

To be used for paper output. Unit price includes impression, paper, in-line binding, sundry labor, and wrap/pack/ship and postage charges.

24 - TMPODS / PRINT-ON-DEMAND**240 - TMPODS Paper Output** **Unit - 8 1/2 x 11**

To be used for paper output. Unit price includes order processing, database retrieval, impression, paper, all bindery and finishing labor and materials (including ACCO fasteners, Screw Post, poly covers, etc.), sundry labor and wrap/pack/ship charges. Foldout pages will be charged as multiple 8 1/2 x 11 units. Postage will be billed in RP 722.

25 - OFFLINE BINDERY OPERATIONS

For billing off-line bindery operations associated with electronic output (CC 20) only.

250 - Punch/Drill**Unit - Unit Value**

To set up and operate paper drilling and punching machines.

The following criteria will apply in determining units:

	Up To 8 1/2 x 14	Over 8 1/2 x 14	Folded Foldouts
a. 1 to 3 holes per 100 sheets	1 unit	2 units	4 units
b. 4 to 6 holes per 100 sheets	2 units	4 units	8 units
c. 7 or more per 100 sheets	3 units	6 units	12 units

Punch and drill of saddle stitched materials will be billed at 1.5x the calculated unit value. When drilling prefolded foldouts, count each fold as a sheet (e.g., a foldout with 5 folds = 5 sheets; 5 sheets x 20 foldouts = 100 sheets).

Labor required to perform round corner, perforation on manual (nonrevolving)-type perforator, eyelet punch and TAB (whether TAB is accomplished on TAB machines or drills with TAB attachments) will be charged in RP 255.

251 - Stitch/Staple (Side and Saddle)**Unit - Impact**

For stitch/staple accomplished off-line from other machines. Saddle stitch will be billed at 2x the unit rate. All stitching on Booklet Makers will be billed at 1.3x the unit rate. Folding on Booklet Makers is included in the stitching unit price.

The following criteria apply in determining units for side stitch/staple:

- a. Up to 32 8 1/2" x 14" (or smaller) sheets = 1 impact
- b. Between 33 and 75 8 1/2" x 14" (or smaller) sheets = 2 impacts
- c. Between 76 and 150 8 1/2" x 11" (or smaller) sheets = 3 impacts
- d. Over 150 8 1/2" x 14" (or smaller) sheets = 4 impacts
- e. Oversized sheets (over 8 1/2" x 14") = 2x8 1/2" x 14" (or smaller) sheet units.

For saddle stitch, units will be computed as follows:

- a. A saddle stitched publication containing 32 8-1/2" x 14" (or smaller) sheets = 2 impacts.

- b. A saddle stitched publication containing more than 32 8-1/2" x 14" (or smaller) sheets = 4 impacts.

NOTE: One impact is defined as one cycle of the stapler/stitcher regardless of the number of heads.

252 - ACCO Fastener

Unit - Fastener

For insertion of Acco Fasteners. Material is included in unit price. For work that requires insertion of spacers, bill at 2x the unit value.

253 - Screw Post

Unit - Screw Post

For insertion of Screw Posts. Material is included in unit price. For work that requires insertion of spacers and/or extenders, bill at 2x the unit value.

254 - Plastic Comb Binding

Unit - Sheet

For materials and labor used in punch and assemble of plastic comb (GBC and similar) binding

255 - Sundry Labor

Unit - 1 Minute

For miscellaneous labor performed for customers which is not covered in other identifiable revenue processes in this department. Examples include insertion of text/foldouts into binders, special packaging requirements, tab cutting and round cornering, disassembly and re-assembly of originals and bar coding. Also to be used in billing all additional labor requirements needed for the production of classified materials.

Also to be used in billing the labor required for operations leading to bulk distribution to multiple addressees. Such functions include: packaging, labeling and/or addressing, palletizing cartons and banding. Work produced under this allowance will normally require a government bill of lading or similar shipping method. Labor for mailing will be reported in RP 720.

256 - Padding/Glue Bind/Off-Line Tape Binding

Unit - 100 sheets 8 1/2 x 11

- a. For padding. Units are computed as follows:

Number of units for pads of:

100 sheets or less up to	Forms/Self-Cover Pubs	Pubs w/ Cover	Pubs/Wrap Around Cover
8 1/2 x 11	1	2	3
11 x 17	2	3	4

b. For glue bind production on Standard Bind-Fast 5 and similar machines. Units are computed as follows:

Number of units for glue bind

100 sheets or less up to	Forms/Self- Cover Pubs	Pubs w/ Sep Cover	Pubs with Wrap Around Cover
8 1/2 x 11	1	3	4
11 x 17	2	4	5

c. Off-Line Tape Binding

Off-line tape binding will be billed at the rate of 3 units each for publications up to 100 sheets 8 1/2 x 11. Publications of more than 100 sheets 8 1/2 x 11 will be billed at the rate of 5 units. Unit price includes all labor and tape binding material.

257 - Folding (Machine)

Unit - Sheet

To be used for billing sheet folding in this Cost Center. Hand folding will be billed at 2x the unit rate. Folding Booklet Makers will not be billed in this Revenue Process, but is included in the RP 251 unit price.

258 - Thermal Seal/Shrink Wrap

Unit - Wrap

Shrink Wrap will be billed at 5x the unit rate.

259 - Hand Assembly

Unit - Handling Piece

To be used in billing all hand assembly requirements, including section assembly.

Unit values are as follows:

a. Sheets	1 Unit
b. Cover	2 Units
c. Signatures	2 Units
d. Tabs	2 Units
e. Oversized Sheets (Over 8 1/2 x 14)	3 Units
f. Stacks	4 Units
g. Oversized Stacks (Over 8 1/2 x 14)	6 Units

Example: 5 stacks x 4 units = 20 x 25 copies = 500 billing units

Tabs and folded foldouts are to be treated as signatures. Section assembly will be billed as

stacks. No section assembly will be billed in RP 255.

Unit price includes both set-up and assembly. No makereadies will be charged.

27 - PAPER

270 - Paper, Bond, White

Unit – 8 1/2 x 11 Sheet

To be used for billing of bond paper (white only), which include descriptions such as book, writing, ledger, laser, and copy paper, etc. This revenue process code pertains to all sizes of plain dual purpose paper (non-drilled, non-punched, non-perforated, etc.) that are used for output from electrostatic, electronic and laser printing devices.

271 - Paper, Bond, White, Drilled/Punched

Unit – 8 1/2 x 11 Sheet

To be used for billing of bond paper (white only), which include descriptions such as book, writing, ledger, laser, and copy paper, etc. This revenue process code pertains to all sizes of drilled (2 hole, 3 hole, etc.), punched (19 hole, GBC, etc.), and perforated (regardless of where perforation is located or number of perforations per sheet) paper that is used for output from electrostatic, electronic and laser printing devices.

272 - Paper, Bond, Color

Unit – 8 1/2 x 11 Sheet

To be used for billing of bond paper (color only), which include descriptions such as book, writing, ledger, laser, and copy paper, etc. This revenue process code pertains to all sizes of plain dual purpose, drilled, punched, and perforated color paper that is used for output from electrostatic, electronic and laser printing devices.

273 - Paper, Parchment, Index, & Cover Stock, White & Color

Unit – 8 1/2 x 11 Sheet

To be used for billing of 100% fine writing, parchment, index, cover stock, and coated paper (white and colors), which includes descriptions such as parch text, vellum cover, opacified, and laid text, etc. This revenue process code pertains to all sheet sizes that are used for output from electrostatic, electronic and laser printing devices.

274 - Paper, Carbonless, One-part

Unit – 8 1/2 x 11 Sheet

To be used for billing of one-part carbonless paper (white and color), which include description such as NCR. This revenue process code pertains to all types of carbonless paper (CF-carbon front, CFB-carbon front and back, and CB-carbon back) that is used for output from electrostatic, electronic and laser printing devices.

275 - Paper, Carbonless, Multi-part

Unit – 8 1/2 x 11 Sheet

To be used for billing of multi-part carbonless paper (white and color), which include description such as NCR. This revenue process code pertains to all types of forward collated and reverse collated carbonless paper sets that is used for output from electrostatic, electronic and laser printing devices. Multiply unit times the number of parts for pricing of multi-part sets.

276 - Paper, Computer, Green Bar**Unit - All Size Sheets**

To be used for billing of computer paper and green bar paper. This revenue process code pertains to all sizes single part and multi-part computer and green bar paper that is used for output from electronic page printing devices. Multiply unit times the number of parts for pricing of multi-part paper. Rag Bond will also be billed in this revenue process.

**277 - Tabs, White and Color
Cuts)****Unit - 9 x 11 sheet (All**

To be used for billing of drilled/punched and non-drilled tabs (white and color). This revenue process code pertains to forward collated and reverse collated tabs that are used for output from electrostatic, electronic and laser printing devices.

33 - SILKSCREEN**330 - Silkscreen Makeready****Unit - Makeready**

To be used for billing all makeready for silkscreen preparation. One Makeready will be billed for each color/clearcoat for screens up to 24 x 36; screens larger than 24 x 36 will be billed at 2x the unit rate. Makeready includes the making of positives, preparing and making screens, and washup for each color/clearcoat.

331 - Run**Unit - Square Inch**

To be used for silkscreen run for each color/clearcoat. Minimum run size is 10 square inches.

332 - Finishing Labor**Unit - 1 Minute**

To be used for final trim, die-cutting, pre-masking, and packaging of silkscreen output.

333 - Non-Reflective Vinyl**Unit - Square Inch**

To be used for non-reflective vinyl materials.

334 - Transparent, Reflective, and Foil Vinyl**Unit - Square Inch**

To be used for transparent, reflective, and foil vinyl materials.

335 - Perforated Vinyl**Unit - Square Inch**

To be used for pre-perforated vinyl materials.

4 - REPRODUCTION**40 - DRAWINGS****400 - Full Size Drawings****Unit - Square Foot**

To be used for billing bond paper output of full size engineering drawings from electrostatic or electronic reproduction equipment. Unit price includes labor required to process, trim, and roll or online fold all prints. Output on masters or mylar will be billed at 6x the unit rate; output on vellum will be billed at 2.5x the unit rate. Reproduction work requiring enlargement or reduction will be billed at 1.5x the unit rate. Two units will be charged for the first copy requiring a two-step production process (reduction of a large original to obtain a copy for a normal production run). Sepias will be billed at 3.5x the unit rate. Half size drawings and foldouts will be billed in RP 407.

401 - Blowback Copy**Unit - Square Foot**

To be used for billing bond paper output from microfilm. Output may be from aperture cards on 3M Quantimatic or similar equipment, or from reel microfilm on OCE 3600 or similar equipment or from microfiche on Canon PC 70 or similar equipment.

402 - Plotter**Unit - Square Foot**

To be used for billing bond paper output of raster or vectors digital files on plotting equipment at 300 dpi. Production over 300 dpi (or color output) will be billed at 2x the unit rate.

403 - Folding**Unit - Fold**

To be used for billing the hand folding of products in this Cost Center. Units are based on the number of folds per sheet. For billing purposes, a collated/stapled set that requires hand folding will be billed at 2.5x the unit rate. Machine folding will be billed at .7x the unit rate.

404 - Collate/Assemble**Unit - Unit Value**

To be used for billing all hand assembly, including section assembly, where required. Unit values are as follows: Folded foldouts = 2 units, oversized (over 8 1/2 x 11) sheets = 3 units.

405 - Stitch**Unit - Impact**

To be used for billing side stitch or staple accomplished offline from other production equipment.

406 - Labor**Unit - 1 Minute**

To be used for billing labor functions associated with specialty copy and reproduction products not defined in other RP's in this Cost Center. This labor may include such tasks as: straighten/restore damaged originals, customer-imposed unique trim requirements, etc. Refold/re-roll of originals is NOT chargeable to the customer. Also to be used for billing wrap, pack and ship of Department 4 products.

407 - Foldouts/Half Size Drawings**Unit - Square Foot**

To be used for billing bond paper output of foldouts and half size (18" or less width) engineering drawings from electrostatic or electronic reproduction equipment.

42 - COLOR COPIES

Paper stocks available in CC27 and CC34 (i.e. bond, cover, coated, etc.) are included in the unit price for RP's 420, 421, and 422, and are not chargeable. Transparency materials will be billed in RP 743.

420 - Full Color Copy/Low Volume**Unit - 8 1/2 x 11**

To be used for billing output of less than 100 copies per original from full color copiers. 8 1/2 x 14 copies will be billed at 1.5x the unit rate. 11 x 17 copies will be billed at 2x the unit rate.

421 - Full Color Copy/Mid Volume**Unit - 8 1/2 x 11**

To be used for billing output of 100 to 199 copies per original from full color copiers. 8 1/2 x 14 copies will be billed at 1.5x the unit rate. 11 x 17 copies will be billed at 2x the unit rate.

422 - Full Color Copy/High Volume**Unit - 8 1/2 x 11**

To be used for billing output of 200 or more copies per original from full color copiers. 8 1/2 x 14 copies will be billed at 1.5x the unit rate. 11 x 17 copies will be billed at 2x the unit rate.

423 - Labor**Unit - 1 Minute**

To be used for labor functions associated with color copying not defined by other Revenue Processes in this Cost Center. These may include: receiving over a network, manipulation, color changing at customer request, converting to print file from provided disk, enlarging, reductions, and special effects.

424 - Oversized Full Color from Digital Files**Unit - Square Foot**

To be used for billing full color output, larger than 11 x 17, from digital files. Output on stock

heavier than 28# will be billed at 1.5x the rate.

425 - Black & White (Single Color) Copies**Unit - 8 1/2 x 11**

To be used for billing output of black & white (single color) copies on full color copiers.

5 - MICROFICHE**50 - MICROFICHE****500 - Microfiche - 105mm COM****Unit - Fiche**

To be used for billing production on Computer Output Microform equipment. Billing includes all normal requirements involved in the preparation for (hanging tape, preparing for run, testing, etc.) and production (recording and developing) silver original microfiche. Price includes envelopes.

501 - Microfiche - 105mm Planetary**Unit - Fiche**

To be used for billing production of source document 105mm microfiche at 24x on step-and-repeat planetary recording cameras, either manually or semi-automatically operated. Microfiche at 48x will be billed at 3x the unit rate. Price includes envelopes.

502 - Microfiche - 105mm Duplicates - Low Volume**Unit - Fiche**

To be used for billing low volume (25 or fewer duplicates per original) production of duplicate 105mm microfiche. Unit price includes all normal requirements involved in production (duplicating, developing and collating) of diazo and vesicular duplicate microfiche. Price includes envelopes.

503 - Microfiche - 105mm Duplicates - High Volume**Unit - Fiche**

To be used for billing high volume (over 25 duplicates per original) production of duplicate 105mm microfiche. Unit price includes all normal requirements involved in production (duplicating, developing and collating) of diazo and vesicular duplicate microfiche. Price includes envelopes.

507 - Microfiche - Labor**Unit - 1 Minute**

For use in conjunction with RP's 500 through 503 to cover labor requirements such as loading roll film duplicates into cartridges or housings, producing labels, indexing, and applying same to cartridges or envelopes, and other unusual labor requirements occasioned by specific customer requests.

51 - APERTURE CARDS**510 - Aperture Card - Record/Verify****Unit - Card**

To be used for billing production of original silver 35mm aperture cards. Unit price includes filming, mounting, reproduction of data punches from slave cards, interpreting and sorting, key punching and verifying data source (slave) cards. Aperture card production utilizing customer furnished prepunched cards will be billed at 0.6x the unit rate.

511 - Aperture Card - Duplicates**Unit - Card**

To be used for billing the production of diazo duplicates of 35mm aperture cards. Unit price includes Hollerith data punch and print.

512 - Aperture Card - Scan (Regular/Enhanced)**Unit - Card**

To be used for billing raster scanning and QA of images from 35mm aperture cards. Enhanced QA will be billed at 2.4x the unit rate.

Standard QA functions include: image cropping, deskewing images, separation of multi-ups, verify Hollerith/title block, display regions (four corners and center), on-line viewing of image at scan time, ability to create duplicate disk, direct load of 14" platter to EDMICS jukebox, etc. Enhanced QA functions include all those identified in standard QA plus: global density clarity, identify and return/reject for overtilted images, identify and return/reject cards when drawing number and CAGE in Hollerith don't agree with title block, verify and correct Hollerith data, insert distribution statement in the Hollerith and the image, correct revision level, correct or add drawing size, add output routing code, add drawing title to sheet one of each document, convert T format cards to H format, ensure legibility of all pertinent data, etc.

516 - Aperture Card - Labor**Unit - 1 Minute**

To be used for billing labor functions associated with aperture cards not defined in other RP's in this Cost Center. May include labor for loading, labeling, indexing and wrap/pack/ship.

7 - MISCELLANEOUS PROCESSES/PROJECTS**70 - MISCELLANEOUS PROCESSES****700 - Metal Photo Plates****Unit - Square Inch****701 - Metal Photo Special Work****Unit - 1 Minute****702 - Laminating****Unit - Square Foot**

To be used for billing laminating. Unit price includes all labor and materials.

71 - SPECIAL PROJECTS

To be used for billing special projects, programs or production efforts. This Cost Center will be used only upon prior approval of the **DAPS COMPTROLLER**. Requests to use this Cost Center should include detailed cost, pricing and procedural data. Alternative billing, on a cost plus basis (for equipment and labor) is available in RP's 711 and 713. Approval for special projects will be authorized NTE one year. Pricing proposals for each special project will be submitted to the Pricing Committee for incorporation into existing or new Cost Centers.

710 - Special Projects/Programs

Unit - Cost Plus

711 - Special Projects/Equipment

Unit - Cost Plus

712 - Paper, Target

Unit - 8.5 x 11 Sheet

To be used for billing of target paper. This revenue process code pertains to DAPS Rock Island operation only.

713 - Special Projects/Labor

Unit - 1 Minute

72 - ADDRESSING/MAILING/DELIVERY

720 - Addressing/Mailing/Delivery Labor

Unit - 1 Minute

To be used for billing labor associated with addressing, mailing and delivery. Such tasks as mailing list creation and/or maintenance, preparation for/and mailing, use of a postal meter, and running an established delivery route are examples.

Addressing - mailing list creation and maintenance are examples.

Mailing - such tasks as stuffing envelopes, inserting material into mailing tubes, attaching labels (manually), preparation of registered mail, sealing, zip code sorting, batch sorting and placement into distribution channels be it local bin boxes or local mail handling facilities, and use of a postal meter are examples.

Established delivery routes - the time required to cover the route should be equitably prorated among the various customers who receive this service.

721 - Automated Labels - Label Printout/Application

Unit - Label

To be used for billing label printout and application as appropriate. Materials will be charged in Cost Center 73. Plain paper checking copies will also be billed here, with the unit being interpreted as address. Two units will be charged for each label, which is both printed out and

applied. One unit will be charged for each label if only printout is required.

722 - Postage**Unit - Cost****723 - Preparation for/and Mailing (PED/APADE)****Unit - Unit Value**

To be used for billing the preparation for and mailing of Purchase Early Development (PED) and Automation of Procurement and Accounting Data Entry System (APADE) documents per customer's special requirements. To include: hand stamping of documents for customer specified addresses, inclusion of customer supplied or customer specified forms or letters, application of labels for customer specified addresses, placement of documents in folders per customer instructions, attaching labels to, stuffing and sealing of envelopes or shipping sacks.

724 - DAPS Delivery Service**Unit - 100 sheets 8 1/2 x 11**

For use in billing delivery actually performed by DAPS plants. Triple units will be charged for delivery of classified materials. The minimum DAPS delivery charge is 28 units. The maximum delivery charge is 1,000 units.

725 - Contracted Delivery Service**Unit - Cost Plus****73 - Materials for Distribution****730 - Labels, Dry Gum****Unit - Sheet**

To be used for billing of dry-gummed label paper (white and color), which include descriptions such as gum stock and dry adhesive back paper, etc. This revenue process code pertains to all sheet sizes that are used for output from electrostatic, electronic, laser and page, and offset printing devices.

731 - Labels, Adhesive**Unit - Sheet**

To be used for billing of adhesive labels (white and color), which include descriptions such as pressure sensitive, Crack-N-Peel, EZE Stick, and Snap Away, etc. This revenue process code pertains to all labels, regardless of number of labels per sheet (1 up or 33 up), that are used for output from electrostatic, electronic, laser and page, and offset printing devices.

732 - Envelopes, Kraft/White**Unit - Envelope**

To be used for billing of kraft and white envelopes (non-padded only), that include descriptions such as booklet, catalog, side-seamed, etc. This revenue process code pertains to all sizes of envelopes (window and non-window) that are used for distribution of electronic, offset, and digital printed material.

733 - Envelopes, Padded**Unit - Envelope**

To be used for billing of kraft and white padded envelopes (non-window only), which include descriptions such as cushioned, jiffy bag, fiber filled, etc. This revenue process code pertains to all sizes of padded envelopes that are used for distribution of electronic, offset, and digital printed material.

734 - Shipping Bag, Engineering Drawings**Unit - Bag**

To be used for billing of oversize (up to 48") shipping bags for engineering drawings and bid sets.

735 - Portfolio Folders**Unit - Folder**

To be used for billing of folders, white and colors, single and double pocket type.

736 - Boxes, Corrugated**Unit - Box**

To be used for billing of corrugated boxes, which include descriptions such as shipping and fiberboard box, etc. This revenue process code pertains to all sizes of corrugated boxes, regardless of style, bursting strength, single-walled or double-walled, which are used for distribution of electronic, offset, and digital printed material.

737 - Boxes, Chipboard**Unit - Box**

To be used for billing of chipboard boxes (brown, gray, and white), which include descriptions such as 2-piece and pop-up box, etc. This revenue process code pertains to all sizes of chipboard boxes, regardless of depth, that are used for distribution of electronic, offset, and digital printed material.

738 - Pads, Corrugated**Unit - Pad**

To be used for billing of corrugated pads/sheets used for filler material in shipping cartons.

74 - Miscellaneous Materials**740 - Invitations/Envelopes****Unit - Set**

To be used for billing of invitations and matching envelopes used for ceremonial printing.

741 - Notehead Stationary/Envelopes**Unit - Set**

To be used for billing of notehead stationary and matching envelopes used for official stationary.

742 - Holiday Menus**Unit - Menu**

To be used for billing of holiday menus.

743 - Covers/Transparencies, Plastic**Unit – Sheet**

To be used for billing of plastic covers and transparencies (non-tenite). This revenue process code pertains to all sizes of plastic covers and transparencies that are used as a protective covering of printed material or for output from electrostatic, electronic, laser, and offset printing devices.

744 - Covers, Plastic Tenite**Unit - Sheet**

To be used for billing of plastic tenite (.35 gauge, frosted, with heat scored hidden hinge) covers (2 hole and 3 hole drilled). This revenue process code pertains to all sizes of tenite covers that are used as protective covering of printed material.

745 - Covers, Specialty**Unit – Sheet**

To be used for billing of specialty covers, which include descriptions such as Coverbind and Therm-a-bind covers. This revenue process code pertains to 9 x 12 covers that are used for output from electrostatic, electronic, laser, and offset printing devices.

746 - Diskettes, 3.5”**Unit - Diskette**

To be used for billing of 3.5 “ high density, 1.44MB magnetic diskettes used for diskette duplicating production.

747 - Specialty Items**Unit - Cost Plus**

To be used for billing specialty supply items which are ordered, received and issued to customer jobs for specialty requirements not identified with other stock items in Cost Centers 27, 34, 73 or 74. This revenue process will not be used for items carried in inventory.